



CENTRAL LUZON STATE UNIVERSITY

CTEC

TESTING AND EVALUATION CENTER



Online FACULTY PERFORMANCE EVALUATION

USER MANUAL FOR STUDENT

*“MALAGA ANG INYONG TINIG UPANG HIGIT NA MAPAHUSAY
ANG KALIDAD NG AMING PAGLILINGKOD”*

How to use the system

The system can be accessed on the PC browser or Phone browser. The System UI (User Interface) will adjust based on the device's screen size.

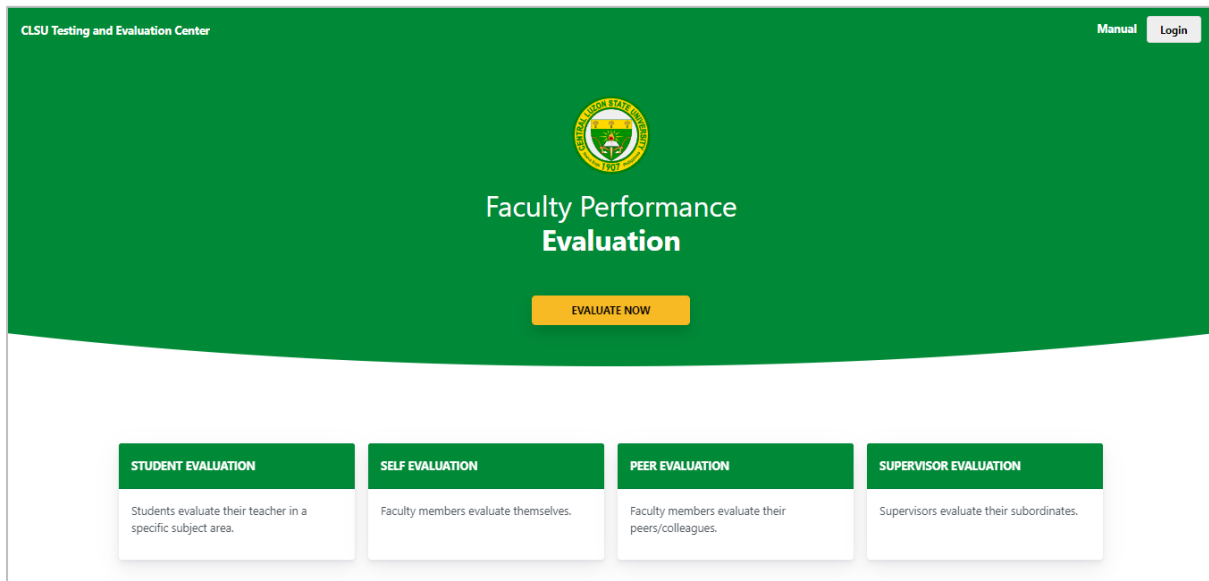


Figure 1. Desktop View

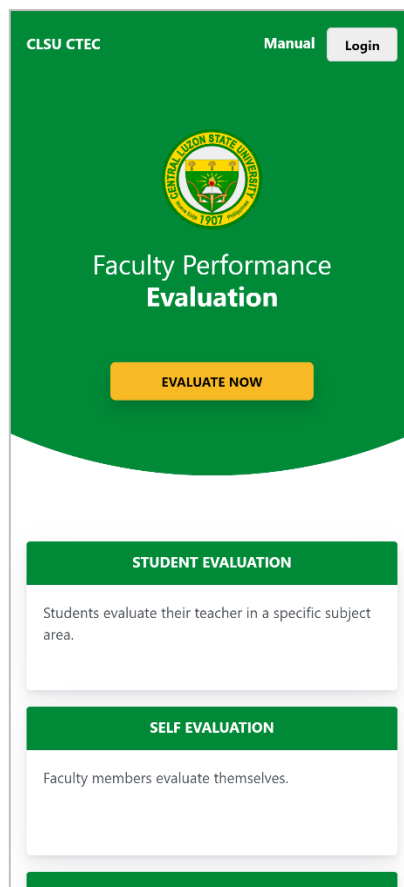


Figure 2. Mobile View

Login and Registration

Step 1. Open your favorite browser then access this link ctec.clsu2.edu.ph/evaluation/



Figure 3. CLSU Faculty Performance Evaluation Link

Step 2. Once the page is fully loaded, you will see the Faculty Performance Evaluation Landing Page. On the upper right corner of the page, click **Login**.

Step 3. A window will pop up on the screen, select **STUDENT**.

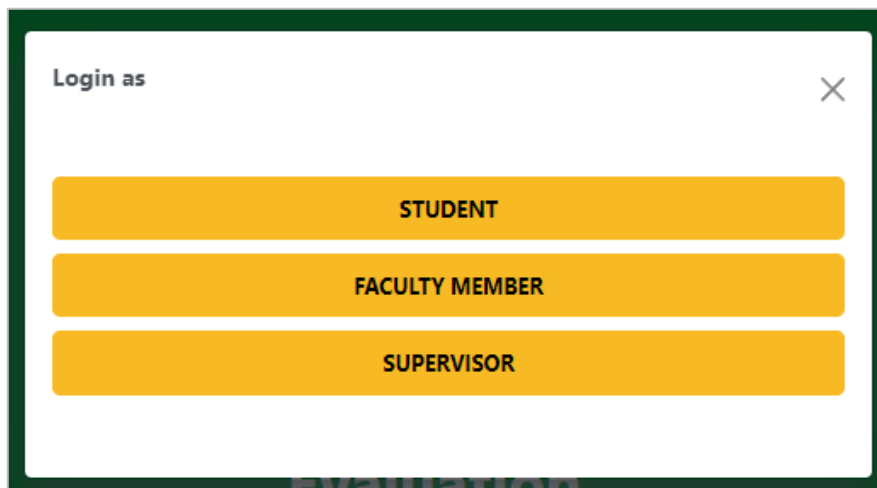


Figure 4. "Login as" Modal

Step 4. Enter your official email address (@asts.ph.education, @clsu2.edu.ph, @dotclsu.edu.ph, @ushs.ph.education).

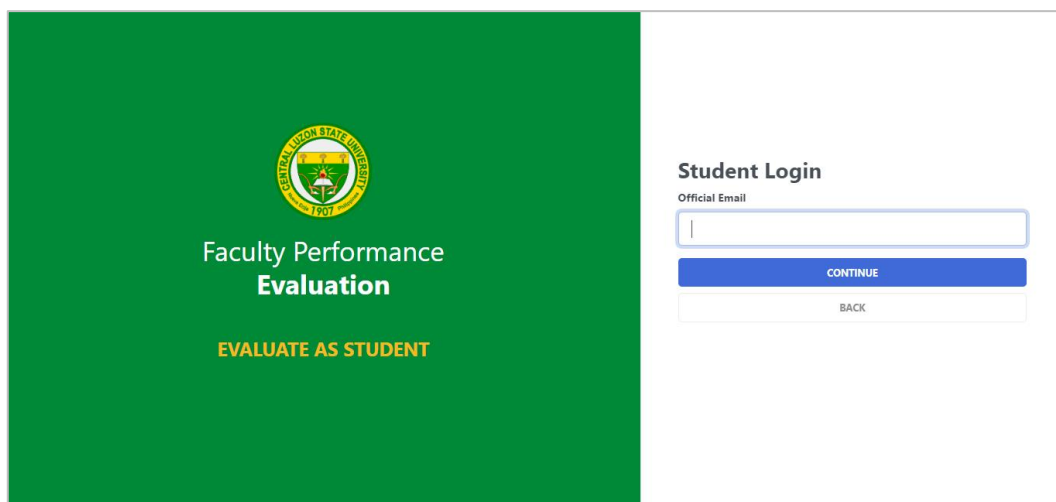
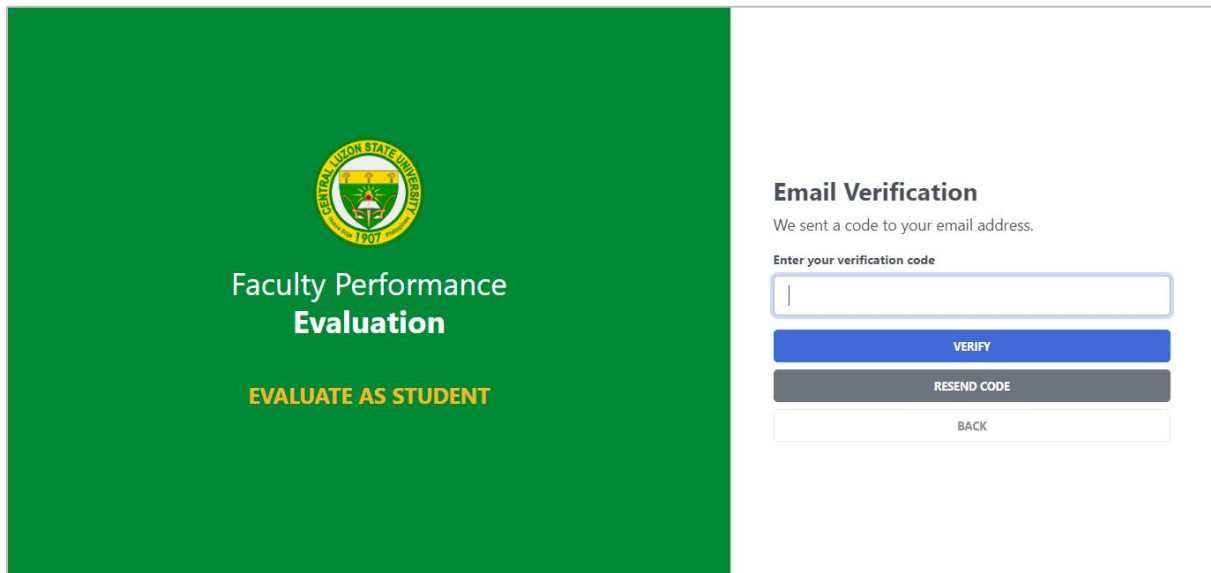


Figure 5. Student Login - Email

The system will send a verification code to your email address, if you didn't receive it in your inbox, check your spam folder.

Step 5. Enter your verification code then click **VERIFY**. If the verification code was not received, click **RESEND CODE**. If you are already registered, skip this step and proceed to Step 7.



Faculty Performance Evaluation
EVALUATE AS STUDENT

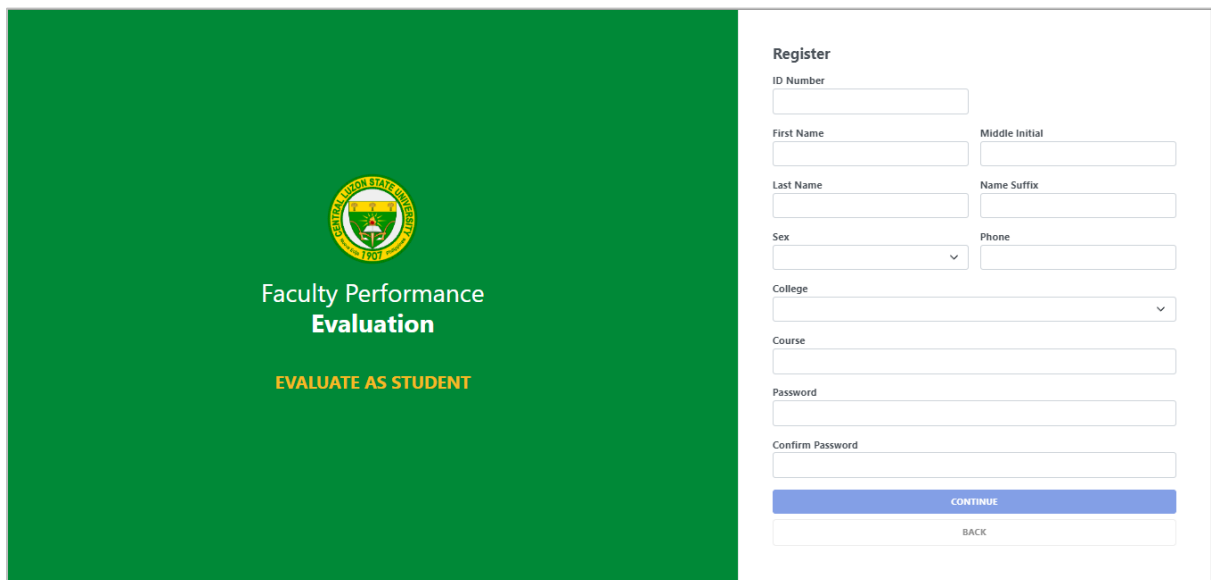
Email Verification
We sent a code to your email address.

Enter your verification code

VERIFY
RESEND CODE
BACK

Figure 6. Email Verification

Step 6. Fill in all the required fields then click **SUBMIT**.



Faculty Performance Evaluation
EVALUATE AS STUDENT

Register

ID Number

First Name Middle Initial

Last Name Name Suffix

Sex Phone

College

Course

Password

Confirm Password

CONTINUE
BACK

Figure 7. Registration Form

Step 7. Enter your password.

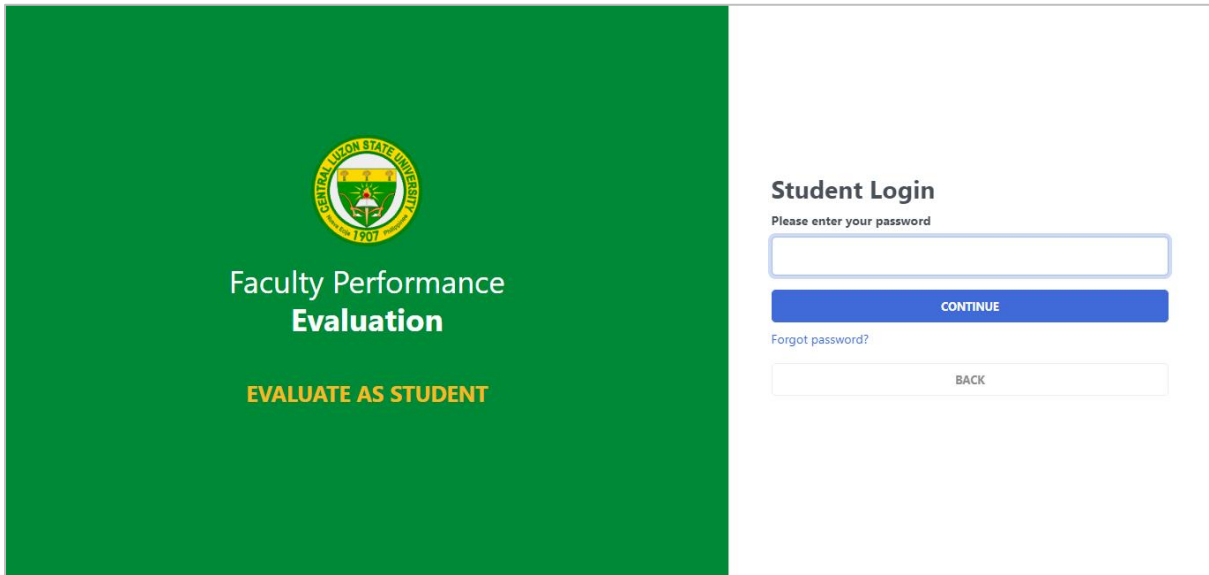


Figure 8. Student Login - Password

Dashboard and Evaluation

The System Interface has the following parts:

- Header – Upper part of the webpage
- Sidebar – Left part of the webpage
- Body – Contains the most content of the webpage
- Footer – Bottom part of the webpage

In the dashboard, you will see the list of faculties you need to evaluate. Please read the reminder/direction before you start the evaluation.

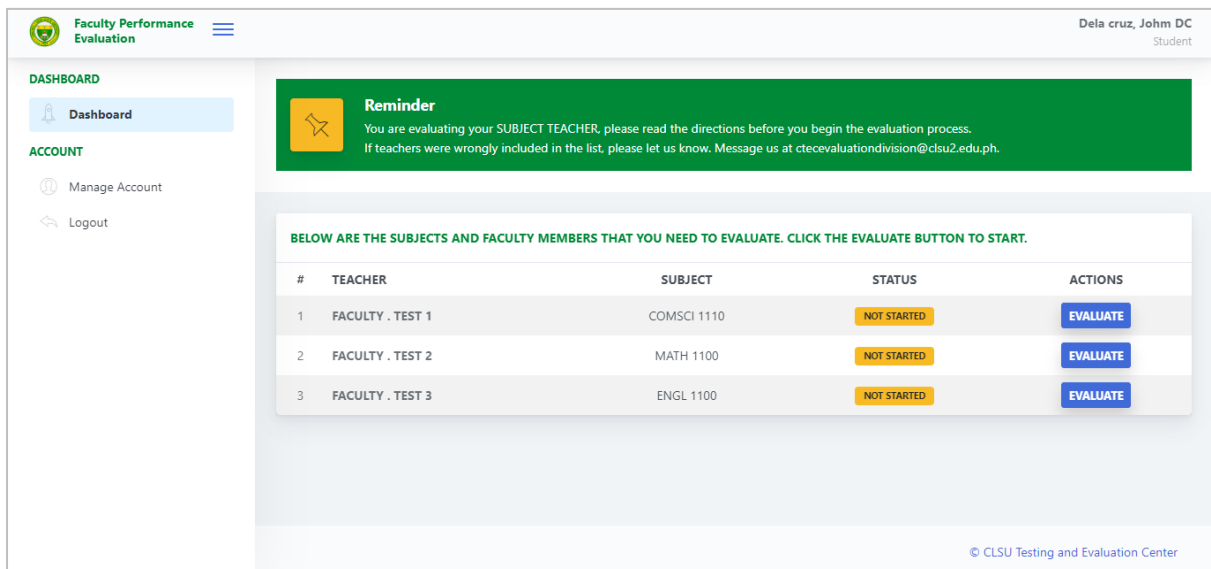


Figure 9. Student Dashboard

Step 1. Click the **EVALUATE** button to begin the evaluation.

Step 2. Before you start rating, please read the reminder and direction carefully. The Evaluation Form is divided into four (4) parts, from A to D.

Faculty Performance Evaluation

25%

FACULTY: FACULTY - TEST 1
SUBJECT: COMSCI 1110

FACULTY PERFORMANCE EVALUATION

Direction:
This questionnaire seeks your objective, honest and fair evaluation of your teacher in this subject. The highest possible rating is 5, the lowest is 1. All items are required.

| A - COMMITMENT | OUTSTANDING (5) | VERY SATISFACTORY (4) | SATISFACTORY (3) | FAIR (2) | NEEDS IMPROVEMENT (1) |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Recognizes student's strengths and weaknesses. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Shows concern in student as persons. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Integrates his/her learning objectives with students' objectives in a collaborative process. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Participates in collaborative efforts to address students' or class problems. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Makes himself/herself available for consultation even beyond official time. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Shows sensitivity to individual student's needs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Provides supplemental resources to facilitate the teaching-learning process. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Displays continuous enthusiasm in the acquisition of knowledge and skills. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

NEXT

Figure 10. Evaluation Form for Student Ratings
(Part A - Commitment)

To review or change your ratings, click **PREVIOUS** button.

Faculty Performance Evaluation

50%

FACULTY: FACULTY - TEST 1
SUBJECT: COMSCI 1110

FACULTY PERFORMANCE EVALUATION

Direction:
This questionnaire seeks your objective, honest and fair evaluation of your teacher in this subject. The highest possible rating is 5, the lowest is 1. All items are required.

| B - KNOWLEDGE OF THE SUBJECT MATTER | OUTSTANDING (5) | VERY SATISFACTORY (4) | SATISFACTORY (3) | FAIR (2) | NEEDS IMPROVEMENT (1) |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Explains the lesson by citing examples and situations. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Presents the lesson clearly and in an organized manner. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Explains the subject matter with depth. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Relates the subject matter to previous topics and to other related topics. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Integrates the topics discussed in the lesson. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Cites current or up-to-date information on the subject matter. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Integrates current and relevant developments to supplement information in textbooks. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Raises problems and issue relevant to the topics. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

PREVIOUS

NEXT

Figure 11. Evaluation Form for Student Ratings
(Part B - Knowledge of the Subject Matter)

Faculty Performance Evaluation

Dela cruz, John DC Student

DASHBOARD

Dashboard

ACCOUNT

Manage Account

Logout

75%

FACULTY: FACULTY . TEST 1

SUBJECT: COMSCI 1110

Back

FACULTY PERFORMANCE EVALUATION

Direction:
This questionnaire seeks your objective, honest and fair evaluation of your teacher in this subject. The highest possible rating is 5, the lowest is 1. All items are required.

C - TEACHING FOR INDEPENDENT LEARNING

| | OUTSTANDING (5) | VERY SATISFACTORY (4) | SATISFACTORY (3) | FAIR (2) | NEEDS IMPROVEMENT (1) |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Allow students to apply concepts learned to demonstrate understanding of the lesson. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Creates teaching strategies that allow students to practice using the concepts they need to understand. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Provides exercises which develop creative and critical thinking among students. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Enhances students' self-esteem through proper recognition of their abilities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Motivates students to do their best. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Accomplishes the objectives of the course through the lesson. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Promotes self-reliance and self-discipline among students. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Allows students to make their own decisions and be accountable for their performance. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

PREVIOUS

NEXT

Figure 12. Evaluation Form for Student Ratings
(Part C – Teaching for Independent Learning)

Faculty Performance Evaluation

Dela cruz, John DC Student

DASHBOARD

Dashboard

ACCOUNT

Manage Account

Logout

100%

FACULTY: FACULTY . TEST 1

SUBJECT: COMSCI 1110

Back

FACULTY PERFORMANCE EVALUATION

Direction:
This questionnaire seeks your objective, honest and fair evaluation of your teacher in this subject. The highest possible rating is 5, the lowest is 1. All items are required.

D - MANAGEMENT OF LEARNING

| | OUTSTANDING (5) | VERY SATISFACTORY (4) | SATISFACTORY (3) | FAIR (2) | NEEDS IMPROVEMENT (1) |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Explains the syllabus at the beginning of the term. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Provides opportunities for extensive participation of students in the teaching learning process. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Assumes roles as facilitator, resource, coach, inquisitor, integrator and referee in drawing or encouraging students to contribute to knowledge and understanding of the concepts. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Monitors student's learning regularly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Designs and implements learning conditions and experiences that promotes healthy exchange of ideas and/or confrontation. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Summarizes major points in lessons and discussions. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Adopts other teaching methods if student's performances are below satisfactory. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Stimulates student's desire and interest to learn more about the subject matter. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments and Suggestions

PREVIOUS

SUBMIT

Figure 13. Evaluation Form for Student Ratings
(Part D – Management of Learning)

On the last part, you can give comments and suggestions to your faculty. Click **SUBMIT** to finish the evaluation. Take note that you can no longer change your ratings once you finish your evaluation.

Manage Account

To manage your account, click the **Manage Account** located at the sidebar menu.

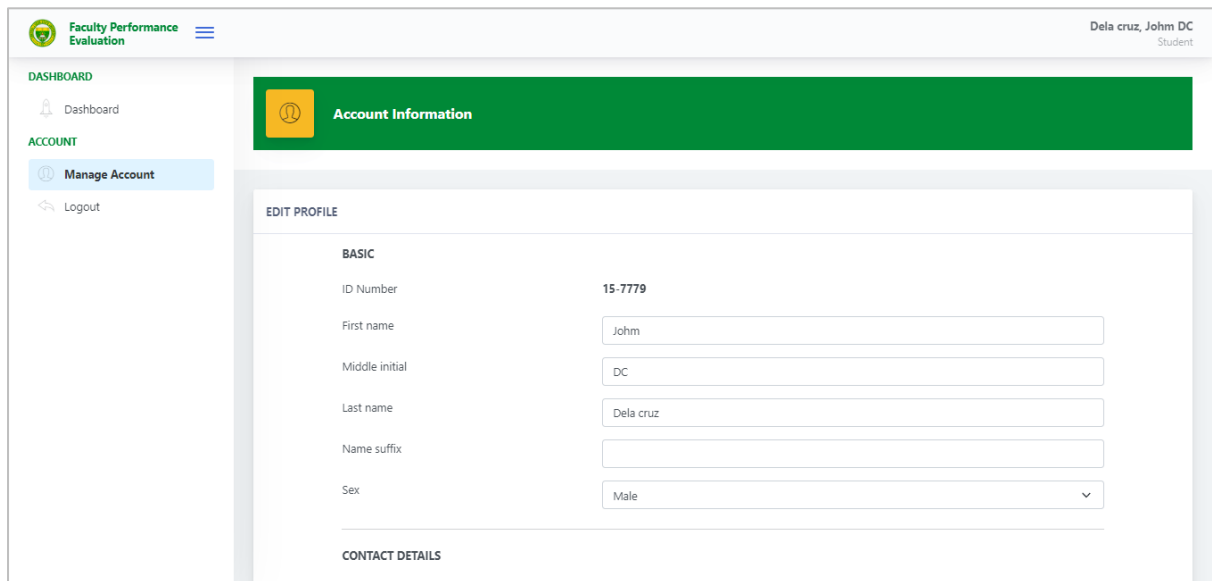


Figure 14. Manage Account

Exiting the System

Click the **Logout** button located at the sidebar menu. A small window will appear asking you confirm your logout, click **LOGOUT**.

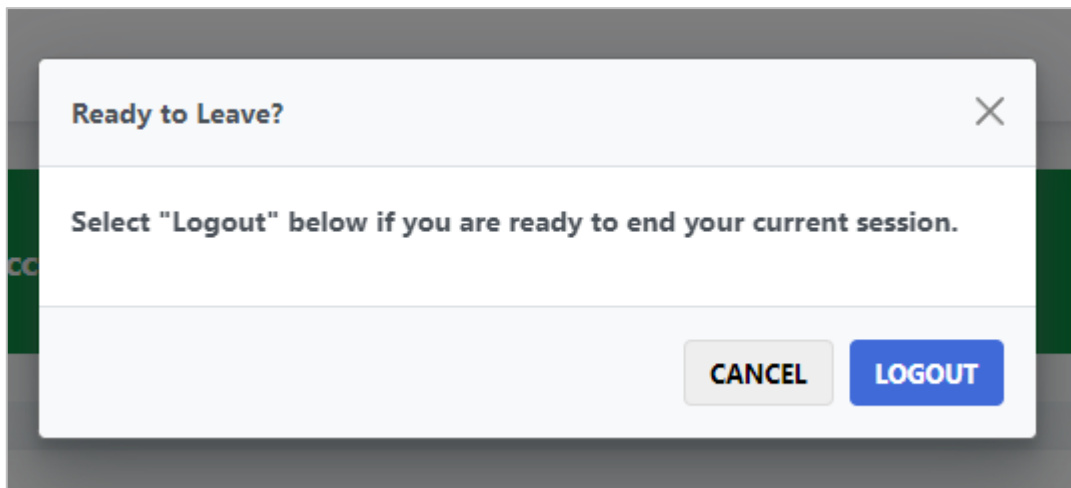
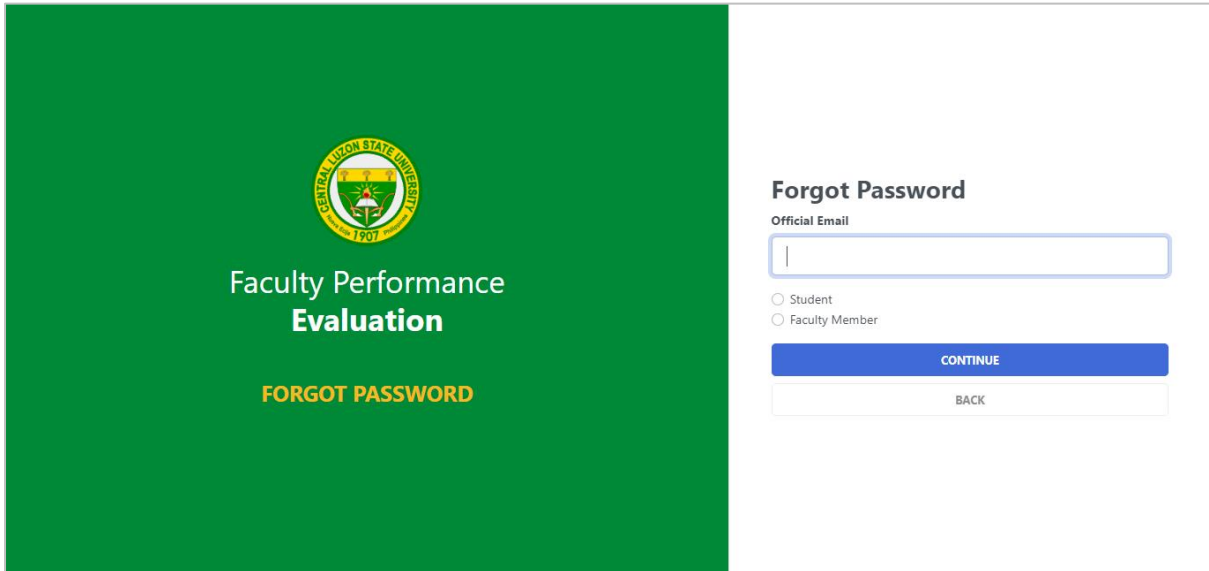


Figure 15. Logout Modal

Forgot Password

Step 1. Go to ctec.clsu2.edu.ph/evaluation/retrieve, or click the Forgot Password in the Login page where you have to enter your password.

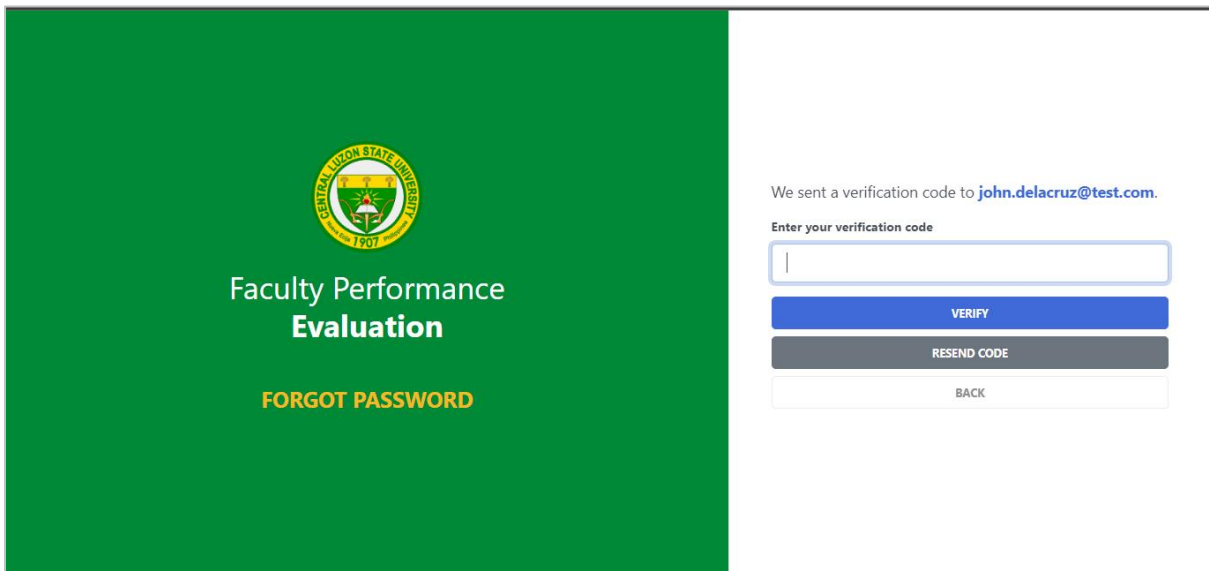
Step 2. Enter your official email address and select your user type then click **CONTINUE** button.



The screenshot shows a web interface for 'Faculty Performance Evaluation' with a 'FORGOT PASSWORD' link. On the right, the 'Forgot Password' form includes an 'Official Email' input field, radio buttons for 'Student' and 'Faculty Member', and 'CONTINUE' and 'BACK' buttons.

Figure 16. Forgot Password

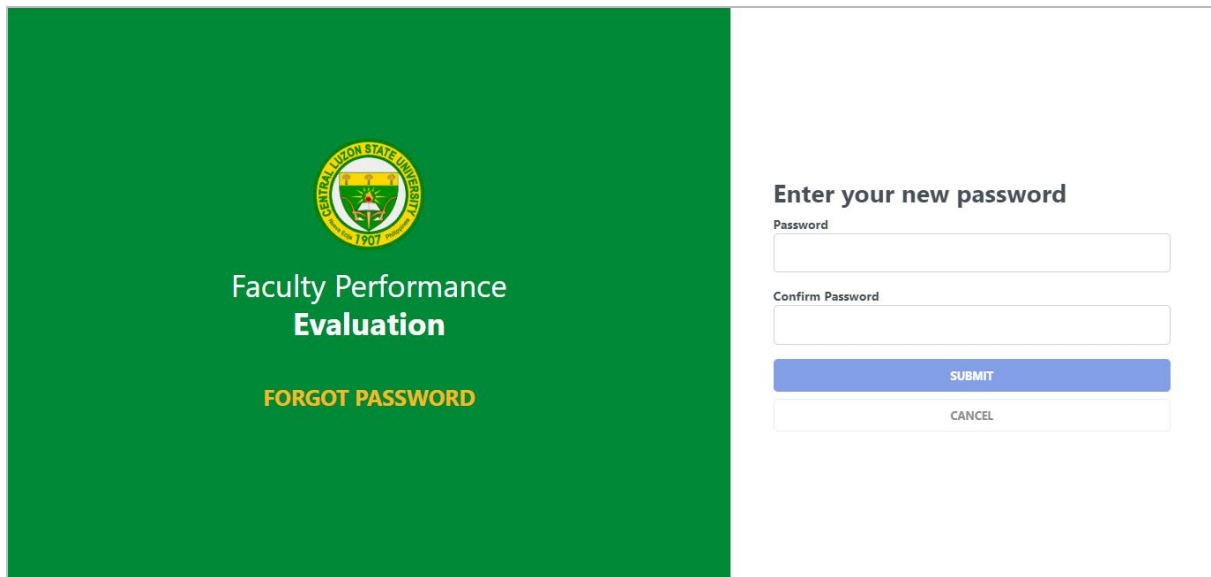
Step 3. Enter your verification code then click **VERIFY**.



The screenshot shows the 'Code Verification' step of the password reset process. It features a message: 'We sent a verification code to john.delacruz@test.com.' Below this is an 'Enter your verification code' input field, followed by 'VERIFY', 'RESEND CODE', and 'BACK' buttons.

Figure 17. Code Verification

Step 4. Enter your new password then click **SUBMIT**.



The screenshot shows a web interface for password management. On the left, a green vertical banner contains the Central Union State University logo (a circular emblem with a book and a sun, surrounded by the text 'CENTRAL UNION STATE UNIVERSITY' and '1907') and the text 'Faculty Performance Evaluation' and 'FORGOT PASSWORD'. On the right, a white form titled 'Enter your new password' contains two input fields: 'Password' and 'Confirm Password'. Below these fields are two buttons: a blue 'SUBMIT' button and a white 'CANCEL' button.

Figure 18. New Password